



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative & Provider Agencies
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

No.: 00-03

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Non W-2 ☐ **W-2** ☒ **CC** ☐

PRIORITY: Medium

SUBJECT: PROCESSING CASE CHANGES & CLOSURES IN CARES

CROSS REFERENCE: Operations Memos 98-52, 98-76 & 99-15.

EFFECTIVE DATE: Immediately

PURPOSE

This memo describes certain CARES procedures that must be followed when assistance groups (AGs) lose eligibility. It also provides workers valuable information regarding special procedures required for processing reviews and overrides and helpful hints for managing cases in CARES. Some issues addressed are:

- W-2 case closures and issuing proper notices of decision to participants
- Special procedures for processing reviews
- Use of overrides and creating proper notices of decision to participants
- Use of alerts
- The need for good communication between agency workers

BACKGROUND

With the advent of the TANF (Temporary Assistance to Needy Families) program, information gathering has become a major focus. Interested parties need or want to know why families are leaving TANF programs. CARES is the tool Wisconsin uses to collect this information for federal reporting requirements, monitoring agency performance, determining eligibility and providing proper notice to participants when their case closes. The information must be as accurate as possible so data being gathered is correct.

One of the most important pieces of information being sought by public and governmental agencies is the reason for a participant's departure from W-2.

When a W-2 AG closes, reason codes are set. These reason codes are listed on CARES reference table TSRC. There are many reasons for an AG to close based upon financial and non-financial factors. CARES is structured to set the proper reason codes, but this will only happen if the correct information is entered to the system.

However, we find in many instances the worker will close the W-2 AG by entering an "N" on ACPA, which produces the closure code "054". This code states that the participant "declined this type of aid". Frequently, this reason may not be true to the particular situation. The instructions below detail how to enter some rather common situations in CARES that result in a closure of W-2 with appropriate reason codes being generated.

There is also a section that explains how to override an AG so that a worker can change or add to the closure reasons. Closure reason codes are associated with text that displays on the Notice of Decision letter mailed to the participant.

WHEN A CLIENT REQUESTS TO END W-2


A W-2 case closure must be completed in a manner that most accurately reflects the true reason for the closure. The 054 closure reason is set when the request for a program of assistance on ACPA is "N". However, many W-2 closures show a 054 closure reason code when there really is another reason for the case to close.

When a W-2 participant requests to go off of W-2, they must sign a statement to this effect and the form must become part of the permanent file. The form they must sign is DES-2233, Voluntarily Declining Aid. This form is found in Chapter III of the Income Maintenance Manual and on the DWD Intranet, W-2 Partner Page, under DES Forms Repository (a copy of the form is also attached). A signed copy of this form must be placed in the record prior to changing the request for W-2 on ACPA to "N". This is not a new W-2 policy. This form is required anytime any program of assistance is open and is no longer being requested.

If an "N" is entered on ACPA, the 054 reason code will be set and this overrides any other closure reasons set by CARES. For this reason, do not change the W-2 ACPA screen to "N" without this form being signed by the participant. The only time you may change the W-2 ACPA screen to "N" without the signed form in hand is when the W-2 AG has been closed for more than a calendar month.

W-2 ENDS FOR OTHER REASONS

For closure reasons other than voluntarily declining aid, the worker is required to enter the reported changes to CARES, run SFED and confirm the AG. By doing this, the proper reason codes will be set and the notices will be correct. In general, there 2 reasons an AG can close, (1) financial and (2) non-financial. This information is captured on specific screens in CARES. Any change in circumstances must be updated in CARES by the agency worker in a timely manner.

: Every time a change is made to a screen in CARES, the worker must run SFED to see

if eligibility is affected. The AG must then be confirmed on AGECE before the change will be applied to the case. Even if no change is apparent, all AGs must be confirmed.

Below are some examples of non-financial and financial closure reasons and how to enter them to CARES.

If you are not sure what information needs to be entered on a particular screen, hit PF1 and you will go to a help screen that explains what entry is required in each field.

Primary Person No Longer Resides in Wisconsin

1. Tran to screen ANDC.
2. There you will see the question "Reside in WI". Change the "Y" to "N" for each individual in that group that is no longer residing in Wisconsin.
3. Run SFED. On SFCC, PF8 until you get to SFCC for W-2. You should find two closure reason codes, 262 and 238.

When you see that the W-2 AG is closing when SFED is run, you must also end-date the placement.

4. Tran to ACWI and enter the W-2 end date. Re-run SFED and confirm the W-2 failure.

SFCC 08:43	SFU COMPOSITION CHANGE	11/01/99
CASE: 4700179040 WELCH	WORKER: XCTC14	XCTC14 M
PAYMENT BEGIN DATE: 12 01 99	PAYMENT END DATE: __ __ __	
CAT: WW C	SEQ: 01 ELIG STATUS: FAIL REASONS: 262 238	
SFU PART COMP TRGT MRD STS CHG	SFU PART COMP TRGT MRD STS CHG	SFU PART COMP TRGT MRD STS CHG

Two failure reasons show up for no longer residing in Wisconsin: 262- AG member not in a valid placement and 238-the primary person does not reside in Wisconsin. These closure reasons will appear on the closure notice sent to the client.

The Participant Becomes Disabled or Receives SSI

On ANBR, there are 3 questions relating to SSDI and SSI. For W-2, the SSDI PMT and SSI PMT fields are applicable. The SSI LTR field only applies to food stamps.

SSDI

1. If the participant reports receipt of Social Security Disability payments, verify the payments and enter a "Y" for SSDI PMT on ANBR. You must also enter the proper verification code.
2. Tran to ANDI. Complete the requested information for the disabled person along with the verification codes.

3. Tran to AFUI and enter the amount of their disability payment and the verification codes.
4. Type SFED in the tran and run eligibility. PF 8 until you get to SFCC for W-2. You will see three failure reasons listed.

SSI: The only difference for SSI recipients in the above procedure is that the SSI PMT field must be answered with at "Y" rather than the SSDI PMT field. Be sure to use the correct income types on AFUI.)

Three failure reasons appear for the W-2 AG: 262-AG member not in a valid placement, 245-All adult group members receive SSI or SSDI and 268-No adult caring for an eligible child in the household. These codes will also appear on AGECE, where the W-2 closure must be confirmed.

SFCC		SFU COMPOSITION CHANGE		11/01/99 09:08	
CASE: 4700179040		WORKER: XCTC14		XCTC14 M WELCH	
PAYMENT BEGIN DATE: 12 01 99		PAYMENT END DATE: ____			
CAT: WW C		SEQ: 01 ELIG STATUS: FAIL REASONS: 262 245 268			
SFU PART COMP	TRGT	SFU PART COMP	TRGT	SFU PART COMP	TRGT
MBR STS CHG		MBR STS CHG		MBR STS CHG	
01 XA ____	_	02 XC ____	Y		

AGEC		ELIGIBILITY RESULTS CONFIRMATION		11/01/99 09:16				
CASE: 4700179040		WORKER: XCTC14		XCTC14 M WELCH				
LAST UPDATED: 11 01 99		CASE STATUS: OPEN		CASE MODE: ONGOING				
ELIGIBILITY REVIEW DATE: 03 31 2000								
	PMT BEG	PMT END	BENEFIT	AG	ELIG	REASON	MR	CONFIRM
CAT SEQ	DATE	DATE	AMOUNT	STATUS	STATUS	CODES	RSN	(Y/N)
WW C 01	12 01 99		673.00	CL	FAIL	262 245 268	__	N
WW C 01	12 01 99		673.00	OP	PASS		__	Y



- If the disabled individual is the person in the employment position, the W-2 AG will automatically close. You must be sure to end-date W-2 on **ACWI** when you see that the W-2 AG will close. Do this and run SFED before confirming the closure. If the person that is disabled is not the one in the employment position, the W-2 AG may not necessarily close.

Non-Cooperation with Child Support

If you receive a notice from Child Support stating that the person in the employment position is not cooperating, enter this information to CARES:

1. Tran to APNC. Enter a "N" for the cooperation question. (NOTE: Only enter non-cooperation for an adult. The adult parent of a minor with a child is the one that is required to cooperate with child support.)
2. Answer the good cause question appropriately.
3. Type SFED in the tran and run eligibility. You will see that the AG fails. Go to ACWI and end-date W-2 and re-run SFED. Confirm the failure.

SFCC	SFU COMPOSITION CHANGE	11/01/99 10:09
CASE: 4700179040	WORKER: XCTC14	XCTC14 M WELCH
PAYMENT BEGIN DATE: 12 01 99	PAYMENT END DATE: __ __ __	
CAT: WW C	SEQ: 01 ELIG STATUS: FAIL REASONS: 262 211	
SFU PART COMP TRGT	SFU PART COMP TRGT	SFU PART COMP TRGT

The closure codes for entering non-cooperation with child support are: 262-AG member not in a valid placement and 211-You have failed to cooperate with child support.

Income Exceeds the W-2 Income Limit

1. Tran to AFUI for unearned income entries, AFEI for earned income entries. Complete the required information on AFUI or AFEI. Shift PF8 (or PF20) to the detail screens and complete the information as needed.
2. Type SFED in the tran line and run eligibility. If the AG's total income exceeds the income limit, CARES will fail it with the correct reason codes.
3. If the AG is failing, tran to ACWI and end W-2. Re-run SFED and confirm the failure. If a combination of earned and unearned income closes the case, you should see the following on the W-2 SFCC screen.

SFCC	SFU COMPOSITION CHANGE	10/25/99 14:43
CASE: 6700179068	WORKER: XCTC14	XCTC14 M WELCH
PAYMENT BEGIN DATE: 12 01 99	PAYMENT END DATE: __ __ __	
CAT: WW C	SEQ: 01 ELIG STATUS: FAIL REASONS: 016 260 062	
SFU PART COMP TRGT	SFU PART COMP TRGT	SFU PART COMP TRGT

W-2 AG's Assets Exceed the Asset Limit

There are several different screens for entering assets in CARES. Each asset screen is specific to a particular type of asset, such as vehicles, liquid assets, real property, or lump sums. For each asset type, more than one screen may have to be completed. For example, if the AG has 3 vehicles, each vehicle must be entered on a separate screen. If the AG has 3 different bank accounts, a new screen must be brought up to enter each account separately.

1. Tran to the appropriate asset screen and enter the owner's short list number and all other required information.
2. If you need another screen to enter another person's asset information, hit PF16 to bring up a new one.
3. Type SFED in the tran and run eligibility. If the AG passes, confirm the AG.
4. If the AG fails due to excess assets on SFCC or AGECC, tran to ACWI and enter a W-2 end date. Re run SFED and confirm the failure.

Loss Of Contact With The Agency

There are instances when the client has lost contact with the agency. If the W-2 worker wishes to close the W-2 AG for loss of contact, an override must be used on screen AGOE. The correct code to use for this closure is reason code *136-You have lost contact with the agency*. The worker must enter the closure code as an override and be sure it is entered only for the particular AG that needs to close. Reference Table TSRC lists all of the closure codes CARES uses. (Please refer to the instructions below titled "Use of Overrides to Close or Deny an AG". That section describes how to enter an override to close an assistance group in CARES.)

OTHER IMPORTANT PROCEDURES FOR PROCESSING CASES

Special Procedures for AGs Due for Review

When ASER is run on a case, the entire case will "hang" in review mode until every single AG is confirmed on that run of SFED or adverse action occurs*. If you see that the case is in review mode, you must tran to AGECC and see what AGs need to be confirmed. Leaving a case in review mode will prevent certain AGs from going through adverse action processing.

Below are some special processing requirements for reviews:

1. The ASER transaction will put a case in review mode. A case will stay in review mode until every single AG is confirmed.

* The definition of the "same run of SFED" is from the time SFED is run until all AGs are confirmed. It is not necessary to confirm all AGs on the same day. It is important to confirm all AGs prior to adverse action because once adverse action occurs, any remaining unconfirmed AGs from this run can no longer be confirmed. To get the case out of review mode in this situation, it is necessary to re-run SFED and be sure all AGs get confirmed.

2. Every AG (MA, FS, CC and WW C) can have a different review due date. A face to face (FTF) review will update review dates for ALL AGs, a non-face to face (NFTF) Review will only update MA and FS groups' review dates. (See Operations Memo 99-16 for complete details on FTF and NFTF reviews.)
3. Conducting a NFTF review will put a case in review mode, but will not change the review due dates for Child Care and W-2. However, the Child Care and W-2 AGs must be confirmed on the same run of SFED to get the case out of review mode.*
4. When a case is in review mode and an AG is due for review and the AG has not yet been confirmed, the AG due for review WILL close at adverse action for lack of review (077).

Exception: an AFDC-Related MA AG will remain open for one month after the review due date. This is called a grace month.)

The case will remain in review mode and the other AGs will not be touched by adverse action.

Use of Alerts

Worker alerts are created to help the worker manage a caseload. Every alert is generated for a specific reason; some are informational and others require very specific resolutions. There are some alerts workers will get that may be confusing, especially when there's more than one person working a case. (Please refer to Appendix 4 of the Wisconsin CARES Guide for a complete listing of alerts and the conditions that create them.) Workers can also send alerts to themselves or to another worker. This can be a very useful tool for communicating with another worker on a case.

Worker Generated Alerts

Any easy way to communicate with another worker is to send them a mail message or an alert. It is extremely important to let another worker on the case know what changes you have made. If those changes affect eligibility in another program, the affected AG must be confirmed to apply the change.

Even if eligibility is not affected, all AGs must still be confirmed.

To create a worker alert to yourself or to another worker, go to CMMM. Enter the worker ID of the person to whom you wish to send the alert. Enter the date you need the alert to display and the due date of the action that needs to be taken. Then write a very brief description of the action needed because the text is limited to one line. If you enter a case number for this message, it will show up on the other worker's alert listing on CMWA. If you do not enter a case number, the message will display as a mail message to that worker on CMVM. It is


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extremely important to watch your alerts and check for mail messages daily. When you get an alert or mail message, be sure to take any necessary action promptly.

USE OF OVERRIDES TO CLOSE OR DENY AN AG

In some rare instances, you may have to override eligibility to open or close an AG. This generally happens when policy is not yet automated in CARES or you are told to use this screen as a workaround for a problem that is not yet fixed in CARES.

The screen used to override an AG's eligibility is AGOE. This screen can only be tranned to when you have just run SFED and there are unconfirmed rows on AGECE. An override can be used even if the AG is closing for another reason. Closure of the AG must be done as accurately as possible so that proper notice is sent to the participant. Using the override will add another reason for the closure to the notice the participant receives. An override of eligibility on AGOE has to be approved by a supervisor prior to confirmation.

: An override reason entered on AGOE will drop out the next time SFED is run. It is called an override because the eligibility determination created on a run of SFED is being changed. Overrides should be used only when absolutely necessary. Cases that have an override on AGOE will not be selected to run through adverse action or mass change.

The example below shows how to close a W-2 case where the participant has 3 Intentional Program Violations and is permanently disqualified from W-2.

1. If you know that the individual is no longer eligible for W-2, tran to ACWI and enter the W-2 end date.
2. Type SFED in the tran and run SFED.
3. When you get to AGECE and see that the AG can be confirmed, type AGOE in the tran and hit enter. You will see there is an AGOE screen for each AG created on this particular run of SFED, so you must PF8 to the W-2 AGOE screen.
4. Here you can see that the AG is failing and code 260 is listed. This code results from end-dating W-2 on ACWI. (If the AG is passing on AGOE, you must change the "S" pass to an "F" fail). In the Reasons Override field, enter code 248 from reference table TSRC. By entering a "#" sign in the first digit of this field, the TSRC list will appear. Hit enter to scroll through the reason codes. When you find the correct override reason, type it in the "enter selection value" field and hit enter. You may enter up to 3 reason codes.
5. Enter the proper Override Reason code for the AG. These codes are found by entering a "#" sign in the first digit of the field. In the example, POL is entered as the reason for the override.
6. The benefit amount may also have to be overridden on AGOE, depending upon the circumstances.
7. Your supervisor will get an alert to confirm the override on this case. You must wait until the override is approved before confirming eligibility.
8. Once the override is approved by the supervisor, tran to AGECE. You will see that the override closure code of 248 is listed here along with the 260 closure reason. You may

now confirm the closure of the AG.

AGOE	ASSISTANCE GROUP ELIGIBILITY RESULTS OVERRIDE	11/05/99 12:33
CASE: 1700172514 CAT: WW C SEQ: 01	WORKER: XCTC14	XCTC14 M WELCH
LAST UPDATED: 11 05 99	CASE STATUS: OPEN	CASE MODE: ONGOING
DC: __ AG STATUS: C CLOS	ELIGIBILITY RESULT: F FAIL	ELIGIBILITY RESULT OVERRIDE: F FAIL
REASONS: 260	REASONS OVERRIDE: 260	248 __
MR REASON: NO		
ELIG BEGIN DATE: 08 02 99	ELIG BEGIN DATE OVERRIDE: 08 02 99	
ELIG END DATE: 11 30 99	ELIG END DATE OVERRIDE: 11 30 99	
PAYMENT BEGIN DATE: 12 01 99		
PAYMENT END DATE:		
	OVERVERRIDE REASON CD: POL	
SUPERVISOR ID: _____	IS OVERRIDE APPROVED(Y/N)?: _	
COMMENT: _____		
NEXT TRAN: _____	PARMS: 1700172514 _____	

9. Tran to ACEC and create an alert for a date at least one month in the future.



Once an AG in an open case has been closed for more than a calendar month, you must go to ACPA and change the request switch to "N". This action must be done for any type of AG. When a calendar month has passed, the client must re-request assistance with a new application. If you wait for a month to enter an "N" on ACPA, the client will get a correct initial closure notice for the proper closure reason. Once the request switch is changed to "N", the client will receive a notice stating that they have declined this type of aid (closure code 054).

USE OF OVERRIDES TO CLOSE OR DENY INDIVIDUALS

There are times when you may need to override an individual's eligibility while the remaining members of an AG are still eligible. This is a very rare occurrence in W-2, but may happen more often in MA or FS assistance groups. You will only use an override for an individual when you are told to do this as a CARES workaround or when policy has not yet been implemented.

There are two places to create an individual override in CARES. One is on SFCC and the other is on AIOE. There are a few differences between these two screens. On SFCC you can not make all individuals ineligible at the same time. At least one member must remain eligible because CARES will not allow you to close an AG on SFCC. On AIOE, you are allowed to override all individuals in an AG, however, you must also go to AGOE and change the AG's benefit amount, if necessary. AIOE and AGOE both require a supervisor's approval before the AG can be confirmed. In almost all instances, you should use SFCC to override individual eligibility.

Because AIOE is so seldom used, we will only provide the procedures required to complete an individual override on SFCC.

When you use SFCC to enter an override in a run of SFED, the moment you change the person's participation status and the reason for the change and hit enter, ED/BC will continue on and re-determine the correct results. The proper reason codes will be set and the correct notice will be generated. There is no need to go to AGOE when completing an override in this manner.



: An individual override reason entered on SFCC will drop out the next time SFED is run. The reason it is called an override is because we are overriding the eligibility determination created at the time SFED is run. This is why overrides should be used only when absolutely necessary. Cases that have an override entered on SFCC will be run through adverse action. These cases, if selected, can also run through mass change.

1. Type "SFED" in the parm and hit enter. First you will see SFCD, then hit enter again and you will see SFCC.
2. PF8 on SFCC until you come to the AG you need to change. You will see each person's short list number listed along with their participation status as determined by EDBC.
3. For the proper shortlist number, change the participation status to whatever code it is you need. Entering a # sign in the first space of this field will bring up a list of participation statuses to choose from. (See example of SFCC below.)
4. Enter the reason code for the composition change. Entering a # in the first space of this field will bring up a list of reason codes to choose from.
5. Hit enter and continue on with running SFED. The override code on SFCC will remain there for the rest of this run of SFED.
6. When you get to EESI and choose the non-financial results for the AG you overrode, you will go to EEND. There, you will see the individual denial reason for the person you overrode. This reason will be printed on the notice sent to the client.
7. Complete the run of SFED and confirm benefits on AGECE.

SFCC	SFU COMPOSITION CHANGE	11/09/99 13:47
CASE: 4700176547	WORKER: XCTC14	XCTC14 M WELCH
PAYMENT BEGIN DATE: 12 01 99	PAYMENT END DATE: __ __ __	
CAT: WW C	SEQ: 01 ELIG STATUS: PASS REASONS:	
SFU PART COMP TRGT	SFU PART COMP TRGT	SFU PART COMP TRGT

COMMUNICATION BETWEEN WORKERS ASSIGNED TO A CASE

Since the end of AFDC and the implementation of W-2, we have seen a great expansion in innovative ways to help participants find self-sufficiency. Along with changes to CARES, there are many changes in how each client is served by the agencies in their community. It is possible for a W-2 participant to have 2 or 3 different workers, in different agencies, handling a different aspect of their case. When there is more than one worker handling a participant's needs, it is extremely important that all workers have an understanding of the client's needs and goals. This may mean exchanging information with other workers involved with this case.

When you are first assigned to a case, take a few minutes to note in the record who the other workers are that are working with this client. Put the other workers' names and telephone numbers in a prominent place in your case file for easy access. You must look on the screens listed below to find the worker ID of the other workers. Once you obtain the worker ID, you must query SMUM. Use SMUM in the tran and the worker ID in the parm to bring up the worker's name and telephone number.

FINDING WORKER IDS IN CARES

Financial Employment Planner (FEP)

The FEP ID is found in two places, on ACWI and on WPWI. Query ACWI using the case number in the parm. You will find the FEP ID in the upper quadrant of the screen. Or you can query WPWI by using the PIN number of the work programs participant in the parm. WPWI lists the FEP ID, other case manager ID (FSET case manager or Work Program (WP) case manager) and the ES worker (SSP) ID. All of these ID's are listed on the lower portion of WPWI. WPWI only displays the last entry made to the screen, so in some instances this may be old information. This could be true, particularly when the W-2 or FS AG has been closed for any period of time. To find the worker name and telephone number, tran to SMUM using their ID number.

Supportive Service Worker (SSP)

You will find this worker ID is by traning to ACCH with the case number. The SSP is the primary worker on a case and is the person to whom the case is assigned. At the top center of ACCH, you will see the Worker ID and the caseload number of the primary worker on this case. To find the worker name and telephone number, tran to SMUM using the worker ID in the parm.

Child Care Worker

To find the child care worker on a case, tran to CCAC with the case number in the parm. Mid-way down the screen on the right hand side you will see the authorized worker ID. This will be the child care worker for the case. To find the worker name and telephone number, tran to SMUM using the worker ID in the parm.

Be sure to keep a record of the other workers' names and telephone numbers in your case file for fast reference.

HELP WITH PROBLEM CASES

If for any reason, you are having trouble completing procedures in CARES or a case determination is not working as you believe it should, contact your agency's CARES Coordinator. Your CARES coordinator can take a look at the case.

If the CARES Coordinator is unable to find an answer to the problem, they are to contact the DES CARES Call Center for assistance.

DES CARES Call Center	Telephone:	(608) 261-6317 (Menu Option #1)
	Email:	carpolcc@dwd.state.wi.us
	Fax:	(608) 261- 6968

VOLUNTARILY DECLINING AID

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Name	Case Number	Date
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1. DECLINING AID For the Case

I voluntarily decline aid for:

- | | |
|--|---|
| <input type="checkbox"/> Wisconsin Works (W-2) Payment | <input type="checkbox"/> Wisconsin Works (W-2) Case Management Services |
| <input type="checkbox"/> Food Stamps (FS) | <input type="checkbox"/> Child Care Assistance (CC) |
| <input type="checkbox"/> Medicaid | <input type="checkbox"/> Healthy Start |
| <input type="checkbox"/> Qualified Medicare Beneficiary/Specified Low-Income Medicare Beneficiary (QMB/SLMB) | |

I understand that I can later request, in writing, that my case be reconsidered for the aid I am now declining.

Participant's Signature	Date Signed
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For a Person (This does not apply to W-2 services.)

I voluntarily decline aid for: **Check , Program(s)**

Person's Name	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS

I understand that if I want aid for this/these person(s) in the future, I can request reconsideration at any time in writing. I also understand that income and assets for this/these person(s) may be considered in determining eligibility and benefits for my case.

Participant's Signature	Date Signed
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2. REQUESTING A CHANGE

I would like to change my earlier decision to voluntarily decline aid for my case or for a person in my case. Please redetermine eligibility for the following person(s) and/or program(s).

Check , Program(s): W-2 Payment (W-2P), W-2 Case Management (W-2CM), Child Care Assistance (CC), Medicaid, and/or Food Stamps (FS).

Person's Name	<input type="checkbox"/> W-2P	<input type="checkbox"/> W-2CM	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> W-2P	<input type="checkbox"/> W-2CM	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> W-2P	<input type="checkbox"/> W-2CM	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS
Person's Name	<input type="checkbox"/> W-2P	<input type="checkbox"/> W-2CM	<input type="checkbox"/> CC	<input type="checkbox"/> Medicaid	<input type="checkbox"/> FS

Participant's Signature	Date Signed
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White: Participant

Yellow: Case Record